

**BY ORDER OF THE COMMANDER
DAVIS-MONTHAN AIR FORCE BASE**

**DAVIS-MONTHAN AIR FORCE BASE
INSTRUCTION 36-472**



4 FEBRUARY 2014

Personnel

**COMMUNITY AND AIRMAN PARTNERING
(CAMP) PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 355 FW/CAMP

Certified by: 355 FW/CC
(Col. Kevin E. Blanchard)

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This instruction outlines the procedures governing the Community and Airmen Partnering Program and applies to the 355th Fighter Wing and associated tenant units not to include 12 Air Force (Air Forces Southern). Refer recommended changes and conflicts between this and other publications to, the 355th Operations Group First Sergeant, 5350 E Madera St, Davis-Monthan AFB, AZ 85707 on Air Force (AF) Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records managers as required.

1. Community and Airman Partnership Program. The Davis-Monthan Air Force Base (DMAFB) Community and Airmen Partnering (CAMP) Program encourages retired and prior military officers, noncommissioned officers, Department of Defense (DoD) civilians, and community civilian families to become sponsors to DMAFB Airmen. The CAMP Program goals are to grow Airmen as individuals by pairing them with positive adult role models, to improve Airman Resiliency by providing them with a home away from home, and to increase community relationships. Sponsors should develop an individual, yet professional, relationship and bond with their Airmen as it is an essential piece for program success. This relationship and bond will provide participants the opportunity to benefit from counseling and advice on the aspects of being a productive individual in the military and in civilian life. The program will give first

priority to personnel associated with the military but will also accept non-DoD affiliated members as well.

2. Determining Eligible Sponsors.

2.1. Residence Area. It is recommended that Airmen Sponsors reside within the localities of Marana, Oro Valley, Sahuarita, Silverbell, Tucson, and Vail.

2.2. Age. All sponsors must be at least 30 years old.

2.3. Sponsor Background. Must be retired military, prior service, or civilian. Prior service members with an other-than-honorable discharge or people who do not qualify to receive a base pass are not eligible to be sponsors.

2.4. Waivers for Sponsors. Sponsors must request waivers if they live outside of the established boundary.

2.5. Civilians Sponsors. In addition to the standard Sponsor Questionnaire, civilians with no prior military service from the local community must submit a letter of introduction and two letters of recommendation to become sponsors. This is a letter introducing their family, living situation, and why they would like to be a Sponsor. The letter will also include any military affiliation.

2.6. All eligible sponsors must follow the New Sponsor Family Checklist (Figure A2.1).

3. Determining Eligible Airman.

3.1. Must be under 25 years old and single. Airmen not fitting this demographic will be considered on a case by case basis by the CAMP office.

3.2. Must fill out Airman Questionnaire.

3.3. Must be approved by Sq/CC and First Sergeant.

4. Administering the Program.

4.1. CAMP OIC is responsible to:

4.1.1. Serve as the approving authority for all waiver requests pertaining to this instruction.

4.1.2. Serve as the approving authority for addition and removal of sponsors and Airmen when necessary.

4.1.3. Update the 355 FW/CC on a bi-annual basis, or as requested, on the health of the program.

4.1.4. If considered necessary, the OIC may select an Operations Officer to help manage CAMP responsibilities and organize events. The Operations Officer would primarily be in charge of managing the CAMP office.

4.1.5. Host at least one annual event with CAMP Airmen and CAMP families to ensure maintenance of standards and evaluate health of program.

4.2. CAMP office is responsible to:

4.2.1. Coordinate with 355th Fighter Wing Public Affairs (355 FW/PA) for promotional material and news releases about the CAMP program.

4.2.2. Coordinate with the Military Affairs Committee, Veteran Affairs, and Chaplain in order to recruit CAMP program sponsor families.

4.2.3. Process Airman and sponsor family questionnaires.

4.2.4. Honor requests for Airmen and sponsors by name or area of interest. Airmen requests are honored first. If the CAMP office cannot honor a special request, they will match the sponsor or Airmen based on their common interests, unless the Airmen or sponsor specifically requests no substitutions.

4.2.5. Maintain the CAMP program database of all sponsors and Airmen. All computers that access this database are properly marked in accordance with AFI 33-332, *The Air Force Privacy and Civil Liberties Program* and all data maintainers are briefed on their responsibilities.

4.2.6. Provide sponsors and Airmen updated information on Airmen Sponsor program policies and responsibilities as necessary.

4.2.7. Brief sponsors and Airmen once a year on their responsibilities and update information on CAMP program policies.

4.2.8. Monitor, evaluate, and correct problems found with the CAMP program.

4.2.9. Recommend removal of sponsors or Airmen who permit, condone, or know of misconduct, but who fail to cooperate with the Davis-Monthan AFB in investigating that misconduct.

4.3. Squadron Commanders will:

4.3.1. Promote the CAMP program within their squadrons.

4.3.2. Ensure Airmen, who elect to participate, understand their responsibility to conduct themselves in a manner that is respectful to themselves, their sponsors, and the Air Force Core Values.

4.3.3. Forward any airman-sponsor family issues to the CAMP office.

5. Contacts.

5.1. For any questions regarding this OI or anything related to CAMP, please contact the CAMP Administration at camp.admin@dm.af.mil.

KEVIN E. BLANCHARD, Col, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-20, *Accession of Air Force Military Personnel*, 23 December 2008

AFMAN 33-363, *Management of Records*, 29 August 2013

AFPD1, *Air Force Culture*, 7 August 2012

AFI 33-332, *The Air Force Privacy Act and Civil Liberties Program*, 5 June 2013

AFI 36-2618, *The Enlisted Force Structure*, 23 March 2012

AFI 36-2909, *Professional and Unprofessional Relationships*, 1 May 1999

AFI 51-202, *Non-Judicial Punishment*, 22 October 2013

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Acronyms and Abbreviations

ACC—Air Combat Command

AFB—Air Force Base

AFI—Air Force Instruction (Regulations)

AMN—Airman

CC—Commander

CCF—First Sergeant

CoC—Chain of Command

EPR—Enlisted Performance Report

FLT—Flight

HQ—Headquarters

IAW—In Accordance With

NCO—Non-Commissioned Officer

NCOIC—Non-Commissioned Officer in Charge

OIC—Officer in Charge

OPSEC—Operational Security

PCS—Permanent Change of Station

POC—Point of Contact

SF—Security Forces

Shirt/First Shirt— First Sergeant

SME—Subject Matter Expert

SSN/SSAN—Social Security Number

Attachment 2**NEW SPONSOR FAMILY REGISTRATION CHECKLIST****Figure A2.1. NEW SPONSOR FAMILY REGISTRATION CHECKLIST****REQUIREMENTS FOR CIVILIAN FAMILY:**

1. One letter of introduction from yourself (please limit to one page)
 - a. Describe your family (include names)
 - b. Place(s) of employment for yourself and spouse
 - c. Why you are interested in becoming a sponsor
 - d. If you are wishing to sponsor a particular Airman, please include the Airman's name (first, last).
2. Two Letters of Recommendation (from friends, relatives, co-workers, etc.)
 - a. How long have they known you?
 - b. What is the basis of their relationship with your family?
 - c. Why they feel your family would be a good candidate?
 - d. Please ensure that these letters include signatures and contact information, phone number and email address, at a minimum.
3. Must be eligible to receive a base pass

RETIRED MILITARY/DoD BACKGROUND:

1. Must be eligible to receive a base pass.

Please submit complete packets only. Submitting incomplete packets will delay processing.

Return to one of the following:

Mail: CAMP Program

3405 S Fifth Street

Davis-Monthan AFB, 85707

E-MAIL: camp.admin@dm.af.mil (for any questions about the CAMP Program)

Thank you for supporting the CAMP Program.